

Addendum to First Steps Policy & Procedure Manual
Relates to: XII – 911 KAR 2:200 Section 5(10)
February 2005

Procedure for billing Private Insurance through Central Billing and Information (CBIS)

1. First Steps will allow third party payment balanced billing for billing **received** by CBIS starting March 10, 2005.
2. Providers must submit paper billing on the CBIS Billing Form with Explanation of Benefits (EOB) attached. If more than sixty (60) days from the date of the service has passed and the claim has been denied with no EOB provided, document the source of denial with the date of denial, name of Insurance Company, Company Representative that gave the verbal denial and their phone number.
3. The CBIS Billing Form must show the third party payment, not amount billed, and TOTAL invoice amount, not amount left over and due.